

Sanitized Copy Approved for Release 2011/05/05 : CIA-RDP88G01332R000200180007-4

TRANSMITTAL SLIP		DATE
TO:		20 March
ROOM NO.	BUILDING	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55

**REPLACES FORM 36-8  
WHICH MAY BE USED.**

(47)

Sanitized Copy Approved for Release 2011/05/05 : CIA-RDP88G01332R000200180007-4

DDA REGISTRY

FILE: 10-10

Date 20 MAR 1986

## ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EO/DDA		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

Ed,

The attached also completes the necessary action on DDA 86-0507, the 5 March letter from Director, ISOO to DDA.



DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
Director of Information Services	1206 Ames
	Phone No <input type="text"/>

5041-102

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

**ROUTING AND RECORD SHEET**

**SUBJECT:** (Optional) Information Security Oversight Office (ISOO) 1986 Inspections

**FROM:**   
 Director of Information Services  
 1206 Ames

EXTENSION

**NO.**  
 OIS\*123\*86

**DATE** 20 MAR 1986

**TO:** (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

**COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EO/DDA

2.

3. ADDA

4.

5. DDA

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Dick,

The attached informs the Deputy Directors and the Executive Secretariat of upcoming ISOO inspections in their areas. The offices to be inspected were selected by the Directorate Records Management Officers (RMO) and  Agency Security Classification Officer.

As in previous years, the inspections will concentrate on security education and training, Agency implementation of EO 12356 and a review of classified documents to determine if they are properly classified and marked.



OIS\*123\*86

26 MAR 1986

MEMORANDUM FOR: Deputy Director for Intelligence  
 Deputy Director for Operations  
 Deputy Director for Science and Technology  
 Director of Information Technology  
 Director of Security  
 Administrative Officer, O/DCI

FROM: Richard J. Kerr  
 Deputy Director for Administration

SUBJECT: Information Security Oversight Office Inspection

1. A representative of the Information Security Oversight Office (ISOO) will inspect selected Agency components during the period April through September 1986. The inspections will focus on the classification of Agency documents and the effectiveness of the Agency's information security training program. The ISOO representative wants to meet with individual classifiers, both original and derivative, to determine if they understand the classification process and to review a sampling of classified documents for proper classification and markings. As in previous years, the inspections will be conducted in accordance with the "Procedures for Access to CIA Information by ISOO Personnel" (copy attached).

STAT 2. The ISOO representative, Harold Mason [ ] is fully cleared. He has discussed the inspection with members of my staff and has expressed a desire to visit the components listed below:

DDI	Office of East Asian Analysis
DDO	Africa Division
DDS&T	National Photographic Interpretation Center
DDA	Office of Information Technology Office of Security (Security Education Group)
O/DCI	Executive Registry Office of Congressional Affairs

STAT 3. Please forward by 4 April the names of the individuals within your components who may be contacted concerning the ISOO inspections. Responses should be directed to [ ] the Agency Security Classification Officer, Information Resources Management Division, Office of Information Services, 1236 Ames Building. If you have any questions concerning the inspections, please call [ ]

STAT

Richard J. Kerr

Attachment a/s

PROCEDURES FOR ACCESS  
TO CENTRAL INTELLIGENCE AGENCY INFORMATION  
BY INFORMATION SECURITY OVERSIGHT OFFICE PERSONNEL

1. These procedures, developed through discussion between members of the Information Security Oversight Office (ISOO), General Services Administration, and the Office of Information Services (OIS), Directorate of Administration, Central Intelligence Agency (CIA), are established in recognition of the responsibilities of the Director, ISOO to monitor Agency implementation of Executive Order 12356 and the Director of Central Intelligence (DCI) to protect intelligence sources and methods. Access by ISOO personnel to information under CIA's jurisdiction will be governed by these procedures.

2. The primary method by which the responsibilities of the DCI and the Director, ISOO will be balanced in order to provide ISOO personnel with appropriate access to CIA information is prescreening. Prescreening means review of CIA information by CIA personnel knowledgeable in its subject matter, prior to granting access to ISOO personnel. During this review, information that reveals intelligence sources or methods may be deleted from any document shown to ISOO personnel. If the information that would remain after deletion is not meaningful or is misleading, the entire document may be withheld.

3. ISOO personnel will be granted access to CIA classified information to verify that the information has been properly classified and marked in accordance with the provisions of Executive Order 12356 and implementing directives. Such information will be reviewed on a sampling basis. ISOO personnel may make unclassified notes sufficient to identify documents on which discrepancies are observed, but they will not include substantive information. Prior to removal from CIA premises, any notes will be reviewed by CIA personnel to ensure that they are unclassified and do not reveal intelligence sources or methods. Classified information or copies of classified documents will not be removed from CIA premises.

4. If a question should arise concerning withholding or removal of information, the information will continue to be withheld and to remain on CIA premises, and the question will be resolved between the Director, ISOO and the Director of Information Services (D/OIS). Any formal appeals will be in accordance with the provisions of Executive Order 12356.

5. Any CIA information in the possession, custody, or control of another agency is subject to the "third agency rule." This means that the other agency is not authorized to provide ISOO access to the information without prior CIA approval. Requests for approval must be directed to D/OIS, and any access to such information normally will be limited to copies held on CIA premises. The same rule applies to any information of another agency in the possession, custody, or control of CIA.

6. In addition to the above provisions, access to CIA information by ISOO personnel will be granted only upon CIA verification that their security clearances, SCI clearances, and CIA liaison clearances are appropriate in each case to the information subject to review.

7. The arrangements for visits to CIA by ISOO personnel will be made in the following manner: ISOO will provide OIS, in advance of any visit, an outline of specific interests and the amount of time to be spent on each. D/OIS will respond with a proposed agenda, coordinated within CIA, specifying times and places for access, and any anticipated problems. Agreement on the details of the visit will be reached between ISOO and OIS, and an OIS representative will accompany the ISOO personnel during their visit.

8. Prior to publication, any ISOO inspection report that includes CIA information and is to be made public will be reviewed by CIA personnel. This review will be for security purposes only to ensure that the report is unclassified and does not reveal intelligence sources or methods.

STAT DDA/OIS/IRMD/IMB/ [ ] (17 March 1986)

**Distribution:**

- 1 - Each Addressee
- 1 - DCI/RMO
- 1 - DI/RMO
- 1 - DS&T/RMO
- 1 - C/IMS/MPG/IRMB
- 1 - DA/RMO
- 1 - DDA Chrono
- 1 - DDA Subject
- 1 - OIS Chrono
- 1 - IRMD Chrono
- 1 - IMB Chrono
- 1 - IMB BREM 5.1 Subject file
- 1 - OIS/IMB/EME

Memo RETYPED: O/DDA;rf (26 Mar 86)

## ROUTING AND TRANSMITTAL SLIP

Date

17 MARCH 1986

TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

1. DIRECTOR OF INFORMATION SERVICES

JMW

18 MAR 1986

2.

3. *NOIS*

18 MAR 1986

4.

5. *CLIRMD*

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

#1 - ACTION

PLEASE HANDLE AS APPROPRIATE.

DO NOT use this form as a RECORD of approvals, concurrences, disposals,  
clearances, and similar actions

FROM: (Name, office symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA

FPMR (41 CFR) 101-11.205

\* U.S.G.P.O.: 1983 - 421-529/320

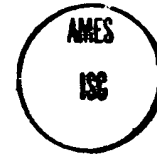




Information Security Oversight Office  
Washington, DC 20405

DL/A Registry  
86-0507

March 5, 1986



18 MAR 1986  
LOGGED

Dear Mr. Kerr:

Sections 5.2(b)(2) and (4) of Executive Order 12356 authorize the Director of the Information Security Oversight Office (ISOO) to oversee agency actions to ensure compliance with the Order and implementing directives and to conduct on-site reviews of the information security program of each agency that generates or handles national security information. In compliance with the Order, Harold Mason, the ISOO representative to your agency, will conduct a series of reviews during FY 1986. He will continue to concentrate on your agency's training program, implementing agency actions relating to the Order, and will conduct an intensive review of classified documents to determine if they are properly classified and marked.

Mr. Mason recently contacted your agency representative to discuss the FY 1986 review schedule and to propose dates for the reviews. The following dates have been proposed for the reviews: April 16, May 6, July 9, August 26, and September 24, 1986. Should changes to these dates become necessary, they may be made through the coordination of our representatives.

In conjunction with ISOO's reviews, Mr. Mason will require from your representative an itinerary for each scheduled review, which should include the offices to be visited and the name, title, and telephone number of officials to be interviewed. If your agency has a number of activities or facilities that provide input into the annual ISOO statistical report, SF 311, Agency Information Security Program Data, please provide the ISOO representative with a copy of the SF 311 information that these activities or facilities provide to your agency consolidated report. These requirements may be met on the days of the reviews.

Enclosed is a list of clearances that Mr. Mason holds. Verification of the clearances may be obtained from the office listed on the form. If you feel that Mr. Mason will require clearances other than those listed on the form in order to conduct a thorough review, please provide the information and necessary forms as expeditiously as possible so that the necessary processing of the forms may be completed and the clearances obtained prior to the scheduled review dates.

If you have any questions on the proposed dates or require clarification of ISOO's FY 1986 review policy, please call me on 535-7251 or Mr. Mason on 535-7254. I appreciate your past support of ISOO and look forward to a continued amicable working relationship.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven Garfinkel", with a stylized flourish at the end.

Steven Garfinkel  
Director

Mr. Richard J. Kerr  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, DC 20505

Enclosure



General  
Services  
Administration Washington, DC 20405

Date : March 6, 1986

Reply to **ATOIP**  
Attn of

Subject: Request for visit approval

To : Richard J. Kerr  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, D.C. 20505

1. The following GSA employee(s) will visit your facility as indicated:

NAME	CITIZENSHIP	CLEARANCE	DATE	BASIS
Harold C. Mason	U.S.		3/4/81	OPM BI, 5/9/75

\* Please note: Based on CIA Memo 25 January 1980:

1. In view of some recent confusion regarding the certification of SCI accesses, you are reminded that all such certifications must be made through the CIA Compartmented Information Branch (CIB).

2. To accomplish such certification, please contact the CIB, telephone

FACILITY TO BE VISITED

CIA Facilities

DURATION OF VISIT

FY 1986

PURPOSE OF VISIT

ISOO Inspections and Meetings

PERSON(S) TO BE CONTACTED

Various

2. Approval is assumed in the absence of contrary advice.

*[Signature]*  
- Director, Personnel Security  
Division

phone: 566-1421

NOTE: This documentary evidence of security clearance is valid only for the purpose and date set forth above. Each person named above has been issued identifying credentials.

GSA FORM 6195 (Rev. 1-78)